

WebCheckout User's Guide

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Getting started...

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How do I search for a resource using Advanced Resource Search?

How do I search for a resource type using Advanced Resource Search?

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How do I view existing reservations?

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How do I edit an existing reservation?

How do I cancel an existing reservation?

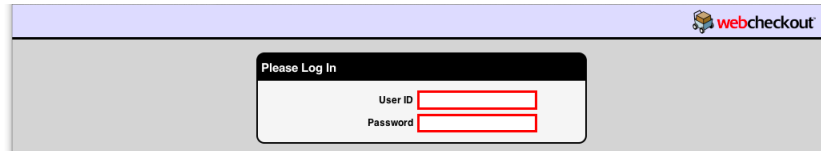
Troubleshooting Reservation Problems

Glossary

How do I log in?

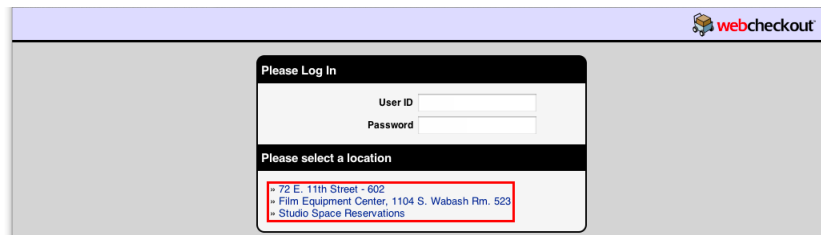
Getting started...

- In a Web browser (Firefox, Explorer, Safari, Chrome), go to your school's WebCheckout Web site.
- On the Login Screen, type your User ID and Password.
- Press the Enter/Return key.
- If you are not directed to the Set Times tab, refer to **If multiple Checkout Centers display** or **If I have existing reservations**.

The screenshot shows the WebCheckout login interface. At the top right is the 'webcheckout' logo. Below it is a black box with the text 'Please Log In' in white. Underneath this box are two white input fields: 'User ID' and 'Password', each with a red rectangular border around it.

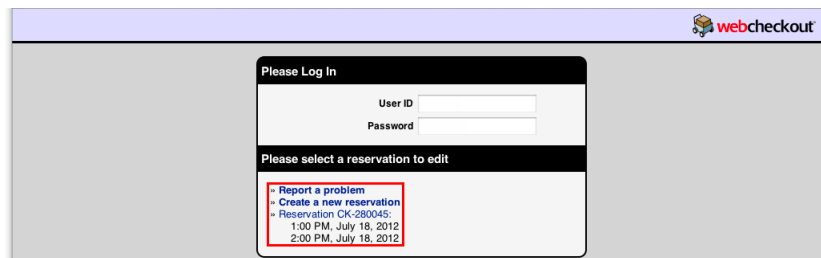
If multiple Checkout Centers display...

- The Checkout Centers you have access to will display below "Please Select a Location".
- Click the Checkout Center where you would like to make a reservation.
- If you are not directed to the Set Times tab, refer to **If I have existing reservations**.

This screenshot shows the login screen with an additional section below the password field. It is titled 'Please select a location' in a black box. Below this, there is a list of three locations, each preceded by a red square icon: '72 E 11th Street - 602', 'Film Equipment Center, 1104 S. Wabash Rm. 529', and 'Studio Space Reservations'. The entire list is enclosed in a red rectangular border.

If I have existing reservations...

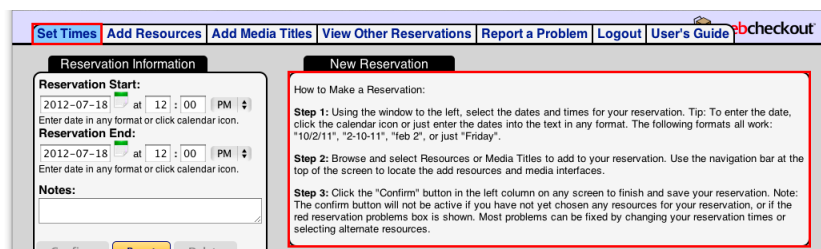
- Multiple options will display below "Please select a reservation to edit".
- Click Create a New Reservation to create a new reservation.
 - You will be directed to the Set Times tab.
 - Refer to **How do I create a new Reservation - Getting Started...**
- Click Reservation CK - ##### to view an existing reservation.

The screenshot shows the login screen with a section titled 'Please select a reservation to edit' in a black box. Below this, there is a list of four options, each preceded by a red square icon: 'Report a problem', 'Create a new reservation', 'Reservation CK-280045', and '1:00 PM, July 18, 2012' and '2:00 PM, July 18, 2012'. The entire list is enclosed in a red rectangular border.

How do I create a new reservation?

Getting started...

- Brief instructions on how to make a reservation are under "New Reservation" on the Set Times tab.

The screenshot shows the 'Set Times' tab in the WebCheckout interface. At the top is a navigation bar with links: 'Set Times', 'Add Resources', 'Add Media Titles', 'View Other Reservations', 'Report a Problem', 'Logout', 'User's Guide', and 'webcheckout'. Below the navigation bar, there are two main sections. On the left is 'Reservation Information' with fields for 'Reservation Start' and 'Reservation End', each with a date and time picker, and a 'Notes' section. On the right is 'New Reservation' with a red rectangular border around it. This section contains instructions on how to make a reservation, including steps for selecting dates, adding resources, and confirming the reservation.

- To create a new reservation, there are three steps:
 - Set start and end times.
 - Add resources and/or media titles.
 - Submit reservation and receive CK number.

1. Set start and end times.

- If necessary, click the Set Times tab.
- Under Reservation CK - ##### Information, type the dates/times in the text boxes or use the calendar icons.
- If reservation problems display in a red box under Reservation Information, refer to **Troubleshooting - Reservation Problems**.

2. Add resources and/or media titles.

- There are three ways to search for resources to add:
 - Search by Resource Type
 - Advanced Resource Search for Resource
 - Advanced Resource Search for Resource Type

How do I search for a resource by resource type?

- On the Add Resources tab Under Resource Type List, click a resource type or type all or part of the resource type name in the text box, and press the Enter/Return key.

- Under Resource Type: [Resource Type], the availability of resources for that resource type will display.
- Click Reserve one of this Type button (if available) to add any available resource of that resource type or click Add next to a specific resource to add it to your reservation.

Set Times **Add Resources** Add Media Titles View Other Reservations Report a Problem Logout User's Guide **ebcheckout**

Reservation Info
Reservation Starts:
2:00 PM, July 18, 2012
Reservation Ends:
3:00 PM, July 18, 2012
Reservation Contents:

- No Items in Reservation

At this location, reservations must be approved by a staff member after they are made. This reservation has not yet been approved.

Reservation Problems:

- No resources or resource types selected.

Errors must be fixed before reservation can be confirmed.

Confirm **Reset**
Delete New

Resource Type List
Eric's Test Type
Light Meters
Search for Resources:

Advanced Resource Search

Resource Type: Light Meters
Reserve one of this type —OR— Specific Items of this Type:

When reserving items by type, the checkout center will determine which specific item(s) from this category you are given. Click the button above multiple times to add multiple items.

- 1234002604 **Add**
- 1234002605 **Add**
- 1234002606 **Add**
- 1234002607 **Add**
- 1234002608 **Add**
- 1234002609 **Add**
- 1234002610 **Add**
- 1234002611 **Add**
- 1234002612 **Add**
- 1234002613 **Add**
- 1234002614 **Add**
- 1234002615 **Add**
- 1234002616 **Add**
- 1234002617 **Add**

Timeline for Light Meters:

Calendar Scale: Day or Week

	7/17	7/18	7/19	7/20	7/21	7/22	7/23
	Tue	Wed	Thu	Fri	Sat	Sun	Mon
1234002604							
1234002605							
1234002606							
1234002607							
1234002608							
1234002609							
1234002610							
1234002611							
1234002612							
1234002613							
1234002614							
1234002615							
1234002616							
1234002617							

Open **Close** **Reserve** **Reserved For You** **Checked Out**

- If reservation problems display in a red box under Reservation Information, refer to **Troubleshooting - Reservation Problems**.

How do I search for a resource using Advanced Resource Search?

- On the Add Resource tab, click Advanced Resource Search.

Set Times **Add Resources** Add Media Titles View Other Reservations Report a Problem Logout User's Guide **ebcheckout**

Reservation Info
Reservation Starts:
2:00 PM, July 18, 2012
Reservation Ends:
3:00 PM, July 18, 2012
Reservation Contents:

- No Items in Reservation

Resource Type List
Eric's Test Type
Light Meters
Search for Resources:

Advanced Resource Search

Resource Type: Light Meters
Reserve one of this type —OR— Specific Items of this Type:

When reserving items by type, the checkout center will determine which specific item(s) from this category you are given. Click the button above multiple times to add multiple items.

- 1234002604 - Add
- 1234002605 - Add
- 1234002606 - Add
- 1234002607 - Add
- 1234002608 - Add
- 1234002609 - Add
- 1234002610 - Add

- Under Search for Resources, type search criteria in the top Resource Type and/or Resource ID text boxes or leave the text boxes empty to search for all resources.
- Click the top Search button.

Set Times **Add Resources** Add Media Titles View Other Reservations Report a Problem Logout User's Guide **ebcheckout**

Search for Resources
Resource Type
Resource ID

Resource Type

Resource List
No search in progress.

- Search results will display on the right under Resource List.
- Click Add next to a specific resource to add that resource to the reservation.
- If reservation problems display in a red box under Reservation Information, refer to **Troubleshooting - Reservation Problems**.

Set Times **Add Resources** Add Media Titles View Other Reservations Report a Problem Logout User's Guide **ebcheckout**

Search for Resources
Resource Type
Resource ID

Resource Type

Resource List

Resource Type	Resource ID	Fee	Status	Actions
Light Meters	1234002604		Available	Add
Light Meters	1234002605		Available	Add
Light Meters	1234002606		Available	Add
Light Meters	1234002607		Available	Add
Light Meters	1234002608		Available	Add
Light Meters	1234002609		Available	Add
Light Meters	1234002610		Available	Add
Light Meters	1234002611		Available	Add
Light Meters	1234002612		Available	Add
Light Meters	1234002613		Available	Add
Light Meters	1234002614		Unavailable	Add
Light Meters	1234002615		Available	Add
Light Meters	1234002616		Available	Add
Light Meters	1234002617		Available	Add
Subtype of Subtype of Eric's Test Type 2	1234000349		Unavailable	Add

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Reservation Info
Reservation Starts:
2:23 PM, July 18, 2012
Reservation Ends:
2:23 PM, July 18, 2012
Reservation Contents:

How do I search for a resource type using Advanced Resource Search?

- On the Add Resources tab, click Advanced Resource Search.

The screenshot shows the 'Add Resources' tab selected in the top navigation bar. Below the navigation bar, there are three main sections: 'Reservation Info', 'Resource Type List', and 'Resource Type: Light Meters'. In the 'Resource Type List' section, the 'Advanced Resource Search' button is highlighted with a red box. The 'Reservation Info' section shows reservation start and end times. The 'Resource Type: Light Meters' section shows a list of specific items with 'Add' links.

- Under Search for Resources, type search criteria in the bottom Resource Type text box or leave the text box empty to search for all resource types.
- Click the bottom Search button.

The screenshot shows the 'Add Resources' tab with search results displayed. On the left, under 'Search for Resources', the 'Resource Type' text box contains 'Light Meters' and the 'Search' button is highlighted. On the right, under 'Resource List', a table shows the search results. The table has columns for 'Resource Type', 'Fee', and 'Actions'. The first row shows 'Eric's Test Type -- Subtype of Eric's Test Type 2 -- Subtype of Subtype of Eric's Test Type 2' with a fee of 'Add One' and an 'Add One' button. The table also shows 'Pages 1 1'.

- Search results will display on the right under Resource List.
- Click the Resource Type to view available resources or click Add One (if available) to add any resource of that resource type to the reservation.
- If reservation problems display in a red box under Reservation Information, refer to **Troubleshooting - Reservation Problems**.

This screenshot is identical to the previous one, showing the 'Add Resources' tab with search results for 'Light Meters'. A red box highlights the 'Add One' button in the 'Actions' column of the 'Resource List' table.

How do I add media titles?

- Click the Add Media Titles tab.
- Under Search for Media titles, enter one or more search criteria in any of the text boxes or leave the text boxes empty to search for all media titles.
- Click the Search button.

The screenshot shows the 'Add Media Titles' tab selected in the top navigation bar. Below the navigation bar, there are two main sections: 'Search for Media Titles' and 'Media List'. The 'Search for Media Titles' section contains several text boxes for 'Keyword', 'Title', 'Author', 'Format', 'Subject', 'Description', and 'Publication Year'. There is also a 'Search' button and an 'Add a Term' dropdown menu. The 'Media List' section shows 'No search in progress.'

- Search results will display on the right under Media List.
- Click the title to view its details, or click Add next to a specific title to add that title to your reservation.
- If reservation problems display in a red box under Reservation Information, refer to **Troubleshooting - Reservation Problems**.

Set Times Add Resources Add Media Titles View Other Reservations Report a Problem Logout User's Guide **checkout**

Search for Media Titles

Keyword
Title
Author
Format
Subject
Description
Publication Year
Add a Term

Search

Reservation Info

Reservation Starts:
1:00 PM, July 19, 2012
Reservation Ends:
1:00 PM, July 19, 2012
Reservation Contents:
• No Items in Reservation
Reservation Problems:
• Allocation has no duration.
• No resources or resource types selected.
• Minimum reservation length is 15 minutes.

Media List

Resource ID	Title	Publication Year	Authors	Format	Checkout Center	Status	Actions
jnDZdc0024	Emigre No. 26 : (Ten Years and Still) All Fired Up	1993	VanderLans, Rudy	undefined	A+D Resource Center	Available	Add
jnDZgc0024	Frank151: Chapter 28: Miami	2007	Green, Frank	undefined	A+D Resource Center	Available	Add
jnDZdc0025	Emigre No. 27 : David Carson	1993	VanderLans, Rudy	undefined	A+D Resource Center	Available	Add
jnDZgc0003	Adbusters vol. 06 No. 02 blueprint for a revolution	1998		undefined	A+D Resource Center	Available	Add
jnDZdc0026	Emigre No. 29 : Sissy	1994	VanderLans, Rudy	undefined	A+D Resource Center	Available	Add
jnDZgc0004	Adbusters vol. 08 No. 8 : Graphic Agitation 1920 - 2000	1999		undefined	A+D Resource Center	Available	Add
jnDZdc0029	Emigre No. 32 : The Mercantile Issue	1997	VanderLans, Rudy	undefined	A+D Resource Center	Available	Add
jnDZdc0010	Emigre No. 12 : Press Time!	1989	VanderLans, Rudy	undefined	A+D Resource Center	Available	Add
jnDZdc0033	Emigre No. 36 : Mouthpiece 2	1995	VanderLans, Rudy	undefined	A+D Resource Center	Available	Add
jnDZdc0040	Emigre No. 62 : Catfish	2002	VanderLans, Rudy	undefined	A+D Resource Center	Available	Add
jnDZgc0006	Adbusters vol. 08 No. 02 I.I have special plans for the future	2000		undefined	A+D Resource Center	Available	Add

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3. Confirm the Reservation and receive CK number.

- On the Set Times, Add Resources, or Add Media Titles tabs, review the reservation information.
- The Confirm button will be visible if no reservation problems exist.
 - If reservation problems display in a red box under Reservation Information, refer to **Troubleshooting - Reservation Problems**.
- Click the Confirm button to submit your reservation.

Set Times Add Resources Add Media Titles View Other Reservations Report a Problem Logout User's Guide **checkout**

Reservation Information

Reservation Start:
2012-07-19 at 2:00 PM
Reservation End:
2012-07-19 at 3:00 PM
Notes:
At this location, reservations must be approved by a staff member after they are made. This reservation has not yet been approved.

Confirm **Reset** **Delete**

New

New Reservation

How to Make a Reservation:

Step 1: Using the window to the left, select the dates and times for your reservation. Tip: To enter the date, click the calendar icon or just enter the dates into the text in any format. The following formats all work: "10/2/11", "2-10-11", "feb 2", or just "Friday".

Step 2: Browse and select Resources or Media Titles to add to your reservation. Use the navigation bar at the top of the screen to locate the add resources and media interfaces.

Step 3: Click the "Confirm" button in the left column on any screen to finish and save your reservation. Note: The confirm button will not be active if you have not yet chosen any resources for your reservation, or if the red reservation problems box is shown. Most problems can be fixed by changing your reservation times or selecting alternate resources.

Reservation Contents

Resource Type	Selected Resource	Fee	Available Actions
Light Meters	1234002611	\$0.00	Remove
Total Estimated Fee:		\$0.00	

Reservation Timeline

- Once you click the Confirm button...
 - "Reservation CK-##### confirmed" will display under Reservation CK-##### Information.
 - The resources/media titles reserved will display under Reservation Contents.
 - The duration of the reservation will be under Reservation CK-##### Timeline.
- NOTE: If the Checkout Center requires that reservations be approved before they are confirmed, this will be explained above the Confirm button. The reservation is not confirmed until it appears on the Log In screen or View Other Reservations tab. Refer to **How Do I View Existing Reservations**.

Set Times Add Resources Add Media Titles View Other Reservations Report a Problem Logout User's Guide **checkout**

Reservation CK-280071 Information

Reservation Start:
2012-07-19 at 2:00 PM
Reservation End:
2012-07-19 at 3:00 PM
Notes:
At this location, reservations must be approved by a staff member after they are made. This reservation has not yet been approved.

Confirm **Reset** **Delete**

New

Reservation CK-280071 confirmed.

New Reservation

How to Make a Reservation:

Step 1: Using the window to the left, select the dates and times for your reservation. Tip: To enter the date, click the calendar icon or just enter the dates into the text in any format. The following formats all work: "10/2/11", "2-10-11", "feb 2", or just "Friday".

Step 2: Browse and select Resources or Media Titles to add to your reservation. Use the navigation bar at the top of the screen to locate the add resources and media interfaces.

Step 3: Click the "Confirm" button in the left column on any screen to finish and save your reservation. Note: The confirm button will not be active if you have not yet chosen any resources for your reservation, or if the red reservation problems box is shown. Most problems can be fixed by changing your reservation times or selecting alternate resources.

Reservation Contents

Resource Type	Selected Resource	Fee	Available Actions
Light Meters	1234002609	\$0.00	Remove
Total Estimated Fee:		\$0.00	

Reservation CK-280071 Timeline

Calendar Scale: Day or Week

2/18 Wed 7/19 Thu 7/20 Fri 7/21 Sat 7/22 Sun 7/23 Mon 7/24 Tue

1234002609

Open Closed Reserved Reserved For You Checked Out Change

How do I view existing reservations?

When you are logging in...

- Existing reservations will be listed under “Please select one of the following” on the Log In screen.
- Click Reservation CK - ##### to view an existing reservation.
- NOTE: If your Checkout Center requires that reservations be approved before they confirmed, reservations will not display until they have been approved.

Please Log In

User ID: admin
Password: *****

Please select a reservation to edit

- Report a problem
- Create a new reservation
 - Reservation CK-280045
 - Reservation CK-280072

- The reservation will display on the Set Times tab.

Set Times | Add Resources | Add Media Titles | View Other Reservations | Report a Problem | Logout | User's Guide | webcheckout

Reservation CK-280072 Information

Reservation Starts: 1:00 PM, July 20, 2012
Reservation Ends: 4:00 PM, July 20, 2012

At this location, reservations must be approved by a staff member after they are made. This reservation has been approved.

Because this reservation has been approved by an operator, no further changes are permitted.

New Delete
Now editing CK-280072

New Reservation

How to Make a Reservation:

Step 1: Using the window to the left, select the dates and times for your reservation. Tip: To enter the date, click the calendar icon or just enter the dates into the text in any format. The following formats all work: "10/2/11", "2-10-11", "Feb 2", or just "Friday".

Step 2: Browse and select Resources or Media Titles to add to your reservation. Use the navigation bar at the top of the screen to locate the add resources and media interfaces.

Step 3: Click the "Confirm" button in the left column on any screen to finish and save your reservation. Note: The confirm button will not be active if you have not yet chosen any resources for your reservation, or if the red reservation problems box is shown. Most problems can be fixed by changing your reservation times or selecting alternate resources.

Reservation Contents

Resource Type	Selected Resource	Fee	Available Actions
Light Meters	1234002609	\$0.00	
Total Estimated Fee:		\$0.00	

Reservation CK-280072 Timeline

Calendar Scale: Day or Week

1234002609

Open Closed Reserved Reserved For You Checked Out Offline

If you are already logged in...

- Click the View Other Reservations tab.
- Select the reservation you want to view.
- NOTE: If your Checkout Center requires that reservations be approved before they confirmed, reservations will not display until they have been approved.

Set Times | Add Resources | Add Media Titles | View Other Reservations | Report a Problem | Logout | User's Guide | webcheckout

Reservation CK-280072 Information

Reservation Starts: 1:00 PM, July 20, 2012
Reservation Ends: 4:00 PM, July 20, 2012

At this location, reservations must be approved by a staff member after they are made. This reservation has been approved.

Because this reservation has been approved by an operator, no further changes are permitted.

New Delete
Now editing CK-280072

Reservation CK-280072

1:00 PM, July 20, 2012
4:00 PM, July 20, 2012

- The reservation will display on the Set Times tab.

Set Times | Add Resources | Add Media Titles | View Other Reservations | Report a Problem | Logout | User's Guide | webcheckout

Reservation CK-280072 Information

Reservation Starts: 1:00 PM, July 20, 2012
Reservation Ends: 4:00 PM, July 20, 2012

At this location, reservations must be approved by a staff member after they are made. This reservation has been approved.

Because this reservation has been approved by an operator, no further changes are permitted.

New Delete
Now editing CK-280072

New Reservation

How to Make a Reservation:

Step 1: Using the window to the left, select the dates and times for your reservation. Tip: To enter the date, click the calendar icon or just enter the dates into the text in any format. The following formats all work: "10/2/11", "2-10-11", "Feb 2", or just "Friday".

Step 2: Browse and select Resources or Media Titles to add to your reservation. Use the navigation bar at the top of the screen to locate the add resources and media interfaces.

Step 3: Click the "Confirm" button in the left column on any screen to finish and save your reservation. Note: The confirm button will not be active if you have not yet chosen any resources for your reservation, or if the red reservation problems box is shown. Most problems can be fixed by changing your reservation times or selecting alternate resources.

Reservation Contents

Resource Type	Selected Resource	Fee	Available Actions
Light Meters	1234002609	\$0.00	
Total Estimated Fee:		\$0.00	

Reservation CK-280072 Timeline

Calendar Scale: Day or Week

1234002609

Open Closed Reserved Reserved For You Checked Out Offline

How do I edit an existing reservation?

- View the reservation.
 - Refer to **How do I view an existing reservation.**

Reservation CK-280076 Information

Reservation Start:
2012-07-20 at 1:00 PM
Enter date in any format or click calendar icon.

Reservation End:
2012-07-20 at 5:00 PM
Enter date in any format or click calendar icon.

Notes:

Buttons: Confirm, Reset, Delete, New

Now editing CK-280076

New Reservation

How to Make a Reservation:

Step 1: Using the window to the left, select the dates and times for your reservation. Tip: To enter the date, click the calendar icon or just enter the dates into the text in any format. The following formats all work: "10/2/11", "2-10-11", "Feb 2", or just "Friday".

Step 2: Browse and select Resources or Media Titles to add to your reservation. Use the navigation bar at the top of the screen to locate the add resources and media interfaces.

Step 3: Click the "Confirm" button in the left column on any screen to finish and save your reservation. Note: The confirm button will not be active if you have not yet chosen any resources for your reservation, or if the red reservation problems box is shown. Most problems can be fixed by changing your reservation times or selecting alternate resources.

Reservation Contents

Resource Type	Selected Resource	Fee	Available Actions
Light Meters	1234002614	\$0.00	Remove
Total Estimated Fee:		\$0.00	

Reservation CK-280076 Timeline

Calendar Scale: Day or Week

7/18 Wed 7/19 Thu 7/20 Fri 7/21 Sat 7/22 Sun 7/23 Mon 7/24 Tue

1234002614

Buttons: Open, Closed, Reserved, Reserved For You, Checked Out, Offline

- To change the start and end times, type the dates/times in the text boxes or use the calendar icons.
 - The Reservation CK - ##### Timeline displays the availability of reserved resources.
- To delete a reserved resource, click Remove next to the resource.
- To add a resource, click the Add Resources tab and search for the resource.
 - Refer to **How do I create a new reservation - 2. Add Times.**
- Click the Confirm button to save your changes.
 - Refer to **How do I create a new reservation - 3. Confirm the reservation.**
- NOTE: If the Checkout Center requires reservations be approved before they are confirmed, you cannot edit a reservation once it has been confirmed. You can only delete the reservation or create a new reservation, that will also require approval before it is confirmed. Refer to **How do I create a new reservation** and **How do I delete an existing reservation.**

How do I delete an existing reservation?

- View the reservation.
 - Refer to **How do I view an existing reservation.**
- Under Reservation CK - ##### Information, click the Delete button.

Reservation CK-280076 Information

Reservation Start:
2012-07-20 at 1:00 PM
Enter date in any format or click calendar icon.

Reservation End:
2012-07-20 at 5:00 PM
Enter date in any format or click calendar icon.

Notes:

Buttons: Confirm, Reset, Delete, New

Now editing CK-280076

New Reservation

How to Make a Reservation:

Step 1: Using the window to the left, select the dates and times for your reservation. Tip: To enter the date, click the calendar icon or just enter the dates into the text in any format. The following formats all work: "10/2/11", "2-10-11", "Feb 2", or just "Friday".

Step 2: Browse and select Resources or Media Titles to add to your reservation. Use the navigation bar at the top of the screen to locate the add resources and media interfaces.

Step 3: Click the "Confirm" button in the left column on any screen to finish and save your reservation. Note: The confirm button will not be active if you have not yet chosen any resources for your reservation, or if the red reservation problems box is shown. Most problems can be fixed by changing your reservation times or selecting alternate resources.

Reservation Contents

Resource Type	Selected Resource	Fee	Available Actions
Light Meters	1234002614	\$0.00	Remove
Total Estimated Fee:		\$0.00	

Reservation CK-280076 Timeline

Calendar Scale: Day or Week

7/18 Wed 7/19 Thu 7/20 Fri 7/21 Sat 7/22 Sun 7/23 Mon 7/24 Tue

1234002614

Buttons: Open, Closed, Reserved, Reserved For You, Checked Out, Offline

- Under Reservation CK - ##### Information, Reservation canceled will display.

Reservation CK-280076 Information

Reservation Start:
2012-07-23 at 10:16 AM
Enter date in any format or click calendar icon.

Reservation End:
2012-07-23 at 10:16 AM
Enter date in any format or click calendar icon.

Notes:

Buttons: Confirm, Reset, Delete, New

Reservation canceled.

New Reservation

How to Make a Reservation:

Step 1: Using the window to the left, select the dates and times for your reservation. Tip: To enter the date, click the calendar icon or just enter the dates into the text in any format. The following formats all work: "10/2/11", "2-10-11", "Feb 2", or just "Friday".

Step 2: Browse and select Resources or Media Titles to add to your reservation. Use the navigation bar at the top of the screen to locate the add resources and media interfaces.

Step 3: Click the "Confirm" button in the left column on any screen to finish and save your reservation. Note: The confirm button will not be active if you have not yet chosen any resources for your reservation, or if the red reservation problems box is shown. Most problems can be fixed by changing your reservation times or selecting alternate resources.

Reservation Contents

No Resources Selected.

Troubleshooting Reservation Problems

The following is a list of common reservation problems (RP) and corresponding solutions (S).

RP: “[checkout center] is closed at scheduled pickup / return time.”

S: Change the date and/or time of the start and/or end time to a date/time the Checkout Center is open.

RP: “Minimum reservation length is [number] minutes”.

S: Increase the length of the reservation by adjusting the Start and/or End times.

RP: “Resources of type [Resource Type] are limited to a Qty. of [quantity].”

S: Sometimes there is a limit to the number of resources from the same resource type. Remove one or more of the resources from the problematic resource type until the number of resources is at or below the limit.

RP: “[Item] must be reserved at least [number] minutes in advance.”

S: The reservation must be made further in advance. Set the start time later or contact your Checkout Center.

RP: “[Item] must be returned at least [number] minutes before closing time.” or “Reservation ends less than [number] minutes before checkout center [checkout center] closes.”

S: The Checkout Center needs time to process the return of your resources before it closes. Set the end time earlier so that you do not return your resources late and acquire any fines.

RP: “Patron has late checkout(s) at [Checkout Center].” or “Patron has outstanding fine(s)”.

S: If you have late resources that have not been returned, unpaid fines, and/or a hold on your account, you must return the late resources, pay the unpaid fines, and/or remove the hold on your account before you can create a new reservation. Contact your Checkout Center.

Glossary

The following is a list of WebCheckout terms and their definitions.

Checkout Center - The physical location from which resources are checked out and to which they’re returned. It could be a Library, Media Center, etc.

Fee - A monetary charge to use a certain resource. Compare with **fine**.

Fine - A monetary charge as a result of resource returned late or damaged during use. Compare with **fee**.

Hold - If you owe a fine because you were returned a resource late, your school may put a hold on your account to prevent you from creating any more reservations until the fine is paid. You need to pay the fine to release the hold.

Pickup Time - The “start time”, or date and time you set to pickup the selected resources from the Checkout Center.

Reservation - An appointment made with set times to pickup and return resources you have selected.

Resource - A general term for all types of equipment and supplies reserved from a Checkout Center using WebCheckout. For example, resources may be cameras, projectors, laptops, film, and media disks.

Resource ID - A unique identifier that distinguishes a resource in the WebCheckout database. It’s sometimes useful if you want to search using an advanced search. For example, projector resources could be called “PROJ01”, “Panasonic Projector 002”, or “Portable Project 004”.

Resource Type - A general group or class of resources. For example, “Cameras” could be a Resource Type which contains three subtypes: “Arriflex” “Bolex” and “Super8”.

Return Time - The “end time”, or date and time you set to return the resources to the Checkout Center.